



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

U.S. ARMY SPACE COMMAND
350 Vandenberg Street
Peterson AFB, Colorado 80914-4919

SMDC-AR-ZA

17 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum I-11, Prevention of Sexual Harassment

1. As Commander of Army Space Forces (ASF), it is my responsibility to set forth a policy ensuring all employees are able to work in an environment free from sexual harassment. I am committed to this goal and want to emphasize my personal and official policy on sexual harassment. Sexual harassment will not be practiced, condoned, or tolerated, and such behavior will be dealt with accordingly. It affects both men and women, civilian and military, and it costs the Army time, money, and resources. All commanders, managers, and supervisors must work diligently to prevent and eliminate sexual harassment in any form from their area of responsibility. We will accomplish this by setting the proper example for subordinates, providing specific information to subordinates concerning policy, and ensuring employees attend the Army's Prevention of Sexual Harassment (POSH) training.

2. Department of Defense Directive Number 1350.2 states:

a. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct has the purpose of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

b. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

3. Sexual harassment is unacceptable behavior, and it is a violation of the high standards of conduct I expect from all personnel. It is detrimental to productivity, defeats individual rights, and violates the law. Its impact on morale cannot be overstated. I will process all violations

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using established disciplinary procedures. Individuals who are sexually harassed by supervisors, superiors, peers, or coworkers should make it clear such behavior is unwelcome and offensive and report the harassment to the appropriate supervisor or the Equal Opportunity Representative/Advisor or and Equal Employment Opportunity Office/counselor. Complaints will be presented without fear of intimidation, reprisal, or harassment.

4. In assuring our work force is free of such unacceptable behavior, this command has worked to establish a positive environment free of such conduct. Training in POSH is provided to the command work force annually. I expect all assigned personnel to attend the appropriate phase of this training. An SMDC Sexual Harassment Hotline has been established (DSN 645-1834, commercial 256-955-1834) for reporting any problems/concerns regarding behaviors employees deem inappropriate or unwelcome. This line is open 24 hours a day, 7 days a week. I encourage all assigned personnel who may have concerns to use this service.

5. File this policy statement as required reading for all assigned personnel, and in addition, permanently post it on all bulletin boards until superseded.



DAVID W. SHAFFER
COL, AV
Commander, Army Space Forces

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